

MINUTES OF FEBRUARY 18, 2020

**REGULAR MEETING
OF THE
CORTE MADERA TOWN COUNCIL**

Mayor Andrews called the Regular Town Council Meeting to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on February 18, 2020 at 6:32 p.m.

1. CALL TO ORDER AND ROLL CALL

Councilmembers Present: Mayor Andrews; Vice Mayor Beckman; Councilmembers Bailey, Kunhardt and Ravasio

Councilmember Absent: None

Staff Present: Town Manager Todd Cusimano
Town Attorney Teresa Stricker
Director of Planning and Building Adam Wolff
Police Chief Mike Norton
Interim Parks and Recreation Director Dave Wilkinson
Fire Marshal Ruben Martin
Resilience Coordinator Marla Orth
Town Clerk/Assistant Town Manager Rebecca Vaughn

SALUTE TO THE FLAG – Mayor Andrews led in the Pledge of Allegiance.

2. OPEN TIME FOR PUBLIC COMMENTS

BOB BUNDY, Corte Madera Community Foundation, spoke of the cleanup of the area by Industrial Way and along the railroad right-of-way levy and thanked Councilmember Ravasio and Town staff for taking an active role in cleanup of the area.

KENTON WOLFERS referred to the proposed roundabout at Madera and Tamal Vista and voiced safety and traffic concerns, stating vehicles point directly at their house. He likened the project to a large budget looking for a problem to be spent on, said there are almost no pedestrians or traffic in this area, cited major traffic problems at the light at Andy's Market and further down the street and noted illegal travel movements at San Anselmo's roundabout, and asked the Town to reconsider the investment of the roundabout.

CATHERINE WOLFERS echoed her husband's comments, recognized the roundabout was still in the planning phases but said it is 10 feet from her daughter's bedroom window and all of the trees that provide privacy would be cut down. She asked that residents be involved in the process given they learned about it from a NextDoor.com post and said they will be meeting with BPAC on Thursday.

CAROLYN SVENSON also believes there has not been any outreach to the neighborhood in Madera Gardens about this project which will only increase speeds on Madera Boulevard, similar to other roundabouts. Her greatest concerns involve seniors and young families trying to cross the roundabout to get to Town Center and she asked what made the Town believe this will be a worthy project.

ERIC SVENSON echoed his wife's and neighbor's comments and suggested the Town slow traffic down versus installing a roundabout which will increase speeds.

CHERYL LONGONATI said she lives 4 houses north of the proposed roundabout and has had 3 near misses being hit as a pedestrian at the intersection. She added there is only one corner with lighting, noted traffic comes right off of the highway at high speeds and asked for pedestrian safety and said she will be attending the BPAC meeting on Thursday.

JIM ROBINSON thanked Town staff and the Council for the implementation of permanent

parking on Apache which has been effective, for the decomposed granite pathway along the High Canal Path, and recognized that while the roundabout has been discussed for a number of years, he shared concerns that these projects should be vetted to the public in advance. He also questioned the cost of the project and spoke of other TAM (Transportation Authority of Marin) projects that should include better public outreach.

3. PRESENTATIONS

A. Update on Town of Corte Madera Expanded Neighborhood Chipper Program 2019 - Marla Orth, Resilience Coordinator

Marla Orth, Resilience Coordinator, provided an update on the Chipper Program from the last six months ending June 30th, spoke of the process and prioritization of the program, the need to empower local neighborhoods, and the goals to increase defensible space, improve ingress and egress for first responders and residents, identify and improve evacuation routes and sight lines, and focus on high risk areas.

She provided a report on work done over the last six months:

- The program has been tracked and improved upon based on lessons learned;
- They resurrected the Chipper Weekends which are well received by residents;
- They have mitigated the Town-owned steps and passes;
- They began focus on evacuation routes and began their street evacuation program;
- There are 42 steps, lanes and passes in town and 11 have been completed to date;
- They are focusing on the streets now because of the dry winter, Town-owned properties, court-ordered and voluntary abatements, and have issued small grants for residents;
- She encouraged Councilmembers and residents take the First Aid Class and local businesses have been invited to participate;
- Have placed AED's in strategic areas throughout the Town and distributed 4,100 Stop the Bleed kits throughout the community;
- Have created newsletters and communications for businesses and the Town;
- They now have 9 trailers in Town that are equipped through the Community Foundation and have dispersed first aid kits in each neighborhood;
- As compared to other initiatives, the program is very high touch with low conflict rates and it includes a lot of organization, door to door interaction and communications to the community;
- The program is well-received and very successful because it is voluntary whenever possible;
- Using Measure F funds, she can organize a neighborhood, HOA or individual group where they bring the Chipper program to them, they do the work to remove brush, chip and dispose of it at no cost;
- They are coordinating the Chipper program work with PG&E and their tree work;
- They had about twice the activity as the first 6 months of the year, held more Chipper events and evacuation abatements and she presented a map of completed streets, work underway and future chipper areas;
- They use cubic yards as a measurement and they chipped 1.5 times in the second 6 months of 2019 for a total of over 7,000 cubic yards removed;
- Costs per cubic yard increased because of the evacuation route program which is very laborious and also because of the tripling of dump fees for a cost of about \$25/cubic yard; and
- She presented and described photographs of completed abatement work

Councilmember Kunhardt asked where materials are dumped.

Ms. Orth stated depending upon the mix of materials she first broadcasts that it is available for pickup and, thereafter, it is taken to the dump.

Mayor Andrews asked what the main impediments of the program involve moving forward.

Ms. Orth replied that PG&E is under a mandate to protect their asset and they will literally take down trees 4" or larger. They leave debris behind for the Chipper program, which generates complaints. Similarly, they coordinate with Caltrans who often times will not clean up their property and this leaves a high fire risk. A final impediment is lack of education for residents; however, the Fire Marshal works closely with Town residents to abate properties.

Town Manager Cusimano recognized Ms. Orth, stating this program began as her grass roots effort and she has done an outstanding job. Currently, the Town is running this on a contract which has pros and cons, and staff will be recommending making this a full or part-time position in order to better support Ms. Orth's efforts.

Councilmember Kunhardt questioned grant monies available.

Ms. Orth said they utilize funds through Measure F which helps elderly people, those on fixed incomes, and those without the capability to abate their properties. Most grants are less than \$1,000.

Mayor Andrews opened the public comment period, and there were no speakers.

Councilmember Ravasio, on behalf of Councilmembers, thanked Ms. Orth for her diligent work. He then recited a quote from the Fire Marshal about the Chipper Program, "I've never seen so much fuel come off a hillside so fast" and Councilmembers echoed thanks.

B. Central Marin Police Authority Annual Report of Statistics - Chief Norton

Police Chief Michael Norton first recognized Councilmember Bailey for his work as representative of the Central Marin Police Council and presented him with tokens from the Central Marin Police Authority (CMPA). He then gave a PowerPoint presentation of CMPA's annual report of statistics and reviewed the following 2019 crime statistics:

- Increased calls for service of 3.25% which is an average of 5+ calls per day, from 121 to 126/day. Corte Madera's calls for service remained the same at 26%;
- Increased property crime of auto burglaries, or "commercial burglaries" which are high end shoplifting and most calls are for Town Center and the Village;
- Calls for service include extra patrol traffic stops and assists with fire and medical calls;
- The bulk of traffic stops are in San Anselmo because last year there was an increase in traffic accidents. For Corte Madera, they stayed the same at 1,105 stops and San Anselmo saw a 73% increase over the year;
- The same number of overall citations were issued as last year, but they may see an increase for the new residential spaces;
- There was an increase of 22% in reports from 7 to 9 reports/day, and an increase of 65% for car break-ins of locked and unlocked vehicles, professional crews coming into stores with high end merchandise, 56% increase in grand theft and 183% increase in vehicle thefts from 6 to 17 vehicles;
- There was an increase in "other crimes" for narcotic offenses; probation arrest cases, crimes against police, DUI's and domestic battery went down, misdemeanor thefts increased, and disorderly conduct increased;
- Total amount stolen or financial impact has increased by \$800,000; and
- They average about one burglary per month;
- They had 725 traffic collisions in 2018 and they took reports for 748 collisions in 2019. They include non-injury and injury, collisions in parking lots, and non-injury accidents went from 387 to 430 and minor injury accidents dropped from 71 to 54, and the major injury accidents dropped from 6 to 3;

Councilmember Kunhardt questioned the Tamalpais overcrossing statistics, which Chief Norton attributed to speed, inattention, and CHP (California Highway Patrol) accidents coming off into Town from the freeway. Chief Norton also spoke about the speed radar trailer which is used to accumulate data and target specific areas.

Councilmember Bailey commented about response times which he said are remarkable and asked how Corte Madera does as compared to other cities and the State.

Chief Norton replied that much of their response times vary depending upon the time of day. Regarding how Corte Madera compares to other cities depends on the size of community but police has found property from San Jose, San Francisco, and the East Bay so burglary crimes are being done in loops and burglars do not stray too far from the freeways.

He then spoke of CMPA training with the shopping center businesses, signage that alerts people not to leave property in their vehicles, prevention and visibility, and also noted that police contract with Apple to stand out in front of their business, and this has resulted in reduced crime in the entire center.

Councilmember Ravasio referred to the increase in larceny theft, reports of major crimes and reports of financial loss, and asked if this was or was not related to shoplifting.

Chief Norton said the majority of larceny theft would be a bike stolen from a car, breaking into vehicles, and most of it will be thefts out of the stores. Larceny theft is distinguished from grand theft when premeditation is shown and when tools are used. Those crimes over \$900 are classified as a felony and deemed as grand theft.

Mayor Andrews said Sir Francis Drake Boulevard will someday be reconstructed, and he asked what traffic shift plans Corte Madera should start making in anticipation with that where traffic will come onto Magnolia and other streets.

Chief Norton stated this is a question for the Town's Public Works Department. Generally, police receive calls about directing traffic but traffic signals are sequenced very well and having an officer there would be worse than following signal timings.

Mayor Andrews opened the public comment period.

Public Comments:

JIM ROBINSON stated that while he feels safe in town, he had concerns with residential burglaries which show the value of stolen goods has increased by 55% over the previous year. He spoke of his neighbor's experiences who he said has a sophisticated security system, and questioned patrol policies.

He added that his vehicle was rear-ended when driving over the Tamalpais Overcrossing where a total of 7 other cars were involved. They found the risk of the verticality of the overpass and two lanes of traffic for turning movements and conflicts. They have asked Caltrans to better identify the lanes to Hwy 101 and hoped this could be reviewed to improve safety.

Chief Norton said he thought possibly the reduction in collisions was based upon slower traffic and backup on the overcrossing, but in terms of police presence, officers try to patrol neighborhoods in their off time. This will pull them from performing their enforcement duties and responding to calls for service which he stressed adds up over time.

Mayor Andrews asked what benefits the police department receives from cooperating with the federal government.

Chief Norton stated they receive COPS funding of \$300,000/year.

BOB BUNDY asked if the Police Department or the Town should encourage major shopping centers throughout CMPA's service area to install security cameras that monitor the parking lots.

Chief Norton stated he believes Town Center is looking into this, but unless it is a casino camera with someone manning it, stationary cameras do not help prevent these types of crimes. There might be a small benefit to solving crimes but for prevention it is getting drivers to not leave items in their vehicles. They have also asked the shopping centers to bring on extra security during certain times of the year which has helped a bit.

Mayor Andrews and Councilmembers thanked Chief Norton for his presentation.

4. CONSENT CALENDAR

Town Clerk/Assistant Town Manager Rebecca Vaughn requested removal of Item 4.B.

A. Authorize Introduction and/or Adoption of Resolutions and Ordinances by Title Only.

(Standard procedural action – no backup information provided)

C. Approval of the General Fund Revenue and Expenditure Report for the Period Ending January 31, 2020

D. Approval of the Accounts Payable Warrants for January 2020

E. Approval of Minutes of the February 4, 2020 Regular Town Council Meeting

MOTION: Moved by Kunhardt, seconded by Ravasio, and approved unanimously by the following vote: 5-0 (Ayes: Bailey, Beckman, Kunhardt, Ravasio and Andrews; Noes: None)

To approve Town Consent Calendar Items A, C, D and E.

Items Removed from the Consent Calendar:

B. Appoint Additional Member or Members to Serve on Temporary Climate Action Committee

Ms. Vaughn explained this item was originally to appoint an additional person to the Climate Action Committee wherein 13 residents were appointed from the February 4th Town Council meeting, but she found one more application in her spam folder and requested the Council appoint Ann Thomas and also Blaine Corren.

Councilmember Kunhardt and Vice Mayor Beckman voiced support of the added appointment.

Mayor Andrews opened the public comment period, and there were no speakers.

MOTION: Moved by Beckman, seconded by Kunhardt, and approved unanimously by the following vote: 5-0 (Ayes: Bailey, Beckman, Kunhardt, Ravasio and Andrews; Noes: None)

To appoint Ann Thomas and Blaine Corren to serve on the Temporary Climate Action Committee.

5. PUBLIC HEARINGS – None

6. BUSINESS ITEMS

- A. Consideration and Possible Action to Adopt Resolution No. 09/2020 Acknowledging Receipt Of A Report Made By The Fire Marshal Of The Central Marin Fire Authority Regarding Inspection Of Certain Occupancies Pursuant To Sections 13146.2 And 13146.3 Of The California Health And Safety Code in Compliance with Senate Bill 1205

Fire Marshal Ruben Martin gave a presentation on required reporting under SB 1205 (Hill). He gave a background of the action which would require the Central Marin Fire Authority (CMFA) to inspect certain occupancies annually where, in the past, they were on the honor system.

He explained that post-2016 and 2017 there was an increase in residential fire fatalities in multi-family dwellings. Since that time, Bay Area News Group conducted an 8-year audit of fire departments in the south and east bay to identify records of inspecting such occupancies. They found many departments were not completing their annual inspections and, thereafter, SB 1205 was passed to require fire departments to annually report to their elected bodies their percentage rate of mandatory inspections.

He presented the resolution and explained their inspection records for schools, apartments, hotels, hospitals, and residential care facilities throughout their jurisdiction. In Corte Madera, there are 6 educational facilities (public and private K-12) which show a 100% success rate. There are a total of 48 residential occupancies at a 100% success rate, as well.

Councilmember Kunhardt asked if the Town has any warehouses, volunteer or self-made residences.

Fire Marshal Martin said he was unaware of any but said the Town does have some light industrial areas that are inspected bi-annually. Their goal is when they see any residential living units they get turned over to code enforcement.

Mayor Andrews opened the public comment period, and there were no speakers.

MOTION: Moved by Kunhardt, seconded by Beckman, and approved unanimously by the following vote: 5-0 (Ayes: Bailey, Beckman, Kunhardt, Ravasio and Andrews; Noes: None)

To Adopt Resolution No. 09/2020 Acknowledging Receipt Of A Report Made By The Fire Marshal Of The Central Marin Fire Authority Regarding Inspection Of Certain Occupancies Pursuant To Sections 13146.2 And 13146.3 Of The California Health And Safety Code in Compliance with Senate Bill 1205.

- B. Consideration and Possible Action to Approve Letter to California Public Utilities Commission Regarding Its Proposal for New Public Safety Power Shutoff Guidelines

Town Manager Cusimano recognized Mrs. Vaughn for preparing the report, and stated the Town received correspondence in February from their local government liaison for the California Public Utilities Commission (CPUC) regarding their public notice and proposal for new public safety power shutoff (PSPS) guidelines published in January 2020, which are included in the Council's attachments 2 and 3.

Their Public Works Director and Mayor drafted the proposed response letter based upon their observance of the Town's October PSPS event. The Town has until February 19th to provide comments on the proposal and until February 26th to submit replies.

Mr. Cusimano noted that all traffic intersections controlled by signals now have battery

backup and they are installed for generator hook-ups. They will conduct a generator test this month and depending on how this goes, they will purchase generators. They will put it on flash mode which will get them up to 6 to 8 hours. Thereafter, they would use generator backup, deploy three Public Works workers to keep all pump stations and generators running 24/7, and he noted staff is also looking at renewable diesel fuel.

Mayor Andrews opened the public comment period, and there were no speakers.

MOTION: Moved by Bailey, seconded by Ravasio, and approved unanimously by the following vote: 5-0 (Ayes: Bailey, Beckman, Kunhardt, Ravasio and Andrews; Noes: None)

To Approve Letter to California Public Utilities Commission Regarding Its Proposal for New Public Safety Power Shutoff Guidelines

C. Discuss and Consider Reinstatement of Recreation Coordinator Classification, Revisions to Job Description and Establishment of a Salary Range of \$5,200 to \$6,321 Per Month – Two Meeting Business Item Per Council Policy

Mr. Cusimano stated this item requires two meetings per Council policy, and he recognized the work of Dave Wilkinson who has been filling in as the Interim Parks and Recreation Director. A conditional job offer for the Director position has been accepted by Ashley Howe who will be starting on March 16th.

He stated a majority of Recreation staff are all part-time employees. Staff conducted an evaluation of whether the Recreation Coordinator should be full-time or part-time and recommends it become full-time position immediately. The proposal is a fiscal impact of \$9,000 for this current year and an approximate \$30,000 budget expenditure moving forward in addition to part-time employees. Staff believes this will be offset by additional classes and programming revenue, as well as reimbursement of 5 hours per week by the City of Larkspur.

Interim Parks and Recreation Director Dave Wilkinson added that the shared hours per week was for the developmentally disabled program which began in Corte Madera in the late 1990's. This is the first step towards possible consolidation to have the current employee to continue her duties and bringing some of the programs over to Corte Madera, as well.

He said Erin Duggan Sanders began a sword play class on Tuesday afternoons which has 6 students but it is part of the summer school program which they expect to grow. They have full lessons for the skateboard park which begins in 2 to 3 weeks, and will start a wood-working class which was too late for the winter program. This was very popular in the schools and they expect growth in this program as well which will be in the Community Center. For the fall, they anticipate bringing back the popular gymnastic program as well as their ballet program. There is also room for growth in the Inter-Rhythms Studio which they took over in April.

In observing programs, Bob Bundy has been working with the Lions Club and in coordinating with Recreation Assistant Christina Martin to get the Big Band Dance back, and there were 100 people at last Wednesday's dance.

Another program started by Jackie Branch in the mid 1970's was the Bingo program. He recognized the work of Rebecca Vaughn who coordinated a group of 2nd and 4th graders from Neil Cummins to sign and hand out Valentines to seniors. A senior came to him with tears and she said she had not received a Valentine in 10 years. Lastly, the Women's Club is having their annual rummage sale on March 7th which is also a great program and continues to flourish at the Lion's Club building.

Mayor Andrews asked and confirmed the department was operating in the Community Center, the Inter-Rhythm Studio in Park Madera Center, Neil Cummins Gym and Town Park, the Cove Park, Town Park Tennis Courts, the Granada Tennis Courts, Skateboard Park and Skunk Hollow mini-parks.

Councilmember Bailey thanked Mr. Wilkinson for his work and he asked and confirmed with Mr. Cusimano that the three items as well as the employee starting March 16th is consistent with the Town's future consolidation with Larkspur, and that it sets the stage for this.

Mayor Andrews opened the public comment period, and there were no speakers.

Mr. Cusimano announced the three recommendations and stated staff would return at the next meeting for approval of the recommended actions.

7. COUNCIL AND TOWN MANAGER REPORTS

- Town Manager Report

- Mr. Cusimano deferred his time to the Director of Planning and Building Adam Wolff to provide an update on RHNA (Regional Housing Needs Assessment) and housing.

Mr. Wolff stated the Town does not have RHNA numbers yet, but he attended the ABAG (Association of Bay Area Governments) Special General Assembly on February 7th with the Marin County Planning Directors' group and reported that Pat Eklund is representing Marin County Elected Officials Group of MCCMC (Marin County Council of Mayors and Councilmembers). Ms. Eklund provides summaries of the meetings she attends regarding ABAG, RHNA, Plan Bay Area and projections and policy direction coming from Sacramento.

The meeting provided a snapshot of the upcoming RHNA cycle the Town will be required to implement, and the next Housing Element review and adoption by December 2022. In advance of this, numbers will be very much higher than previous cycles based upon the State's determination about growth projections which is prepared by MTC (Metropolitan Transportation Commission)/ABAG Methodology Committee. There is much greater emphasis on social equity in this cycle which is about locating housing units in high resource areas, expanded HCD (Housing Community Development) oversight on methodology and allocation, and a greater emphasis on affirmatively furthering fair housing. This leads to greater efforts by staff and more time in completing the document.

Staff has applied for grant funding and has begun using it for the objective design and development standards, for use of a by-right model. Staff is working with the County along with all other jurisdictions to hold the last of four Open Houses on March 19th at the Corte Madera Community Center from 7-9PM to kick off the objective design and development standards project.

Mayor Andrews asked how environmental risk is factored into RHNA numbers.

Mr. Wolff replied this is one of the factors but technically how they are addressing that is a separate question. He believes it is something emphasized in the past and he has communicated this to ABAG representatives and encouraged the Council to also communicate this to Pat Eklund.

Councilmember Bailey thanked Mr. Wolff for the update and asked him to provide as far ahead as possible what is coming and strategies and options available for the Town to maintain some local control to the extent they can.

Mr. Wolff said the biggest piece of the housing discussion will be the actual opportunity sites which will be robust. Having the design objectives and development standards in place will be helpful in taking the next step of identifying housing in the next 8 years.

Councilmember Bailey asked if Mr. Wolff could advise staff as to whether Corte Madera should re-consider joining ABAG again, and brief discussion was held by Councilmembers as to pros and cons.

Mayor Andrews opened the public comment period, and there were no speakers.

- Council Reports

- Councilmember Kunhardt gave the following report:
 - TAM's Technical Committee, the Funding Programs and Legislative and Executive Committee meeting held a preview of Marin/Sonoma Bike Share Program, with 9 different providers. They are working on details of a group to present to each community called "Gotcha" and they will ask for locations where some parking spaces can be sacrificed;
 - TAM held an update on Alternative Fuels Program and EV promotion; and
 - Regarding Safe Routes to School, there have been compliments on the High Canal project. Of high interest to elementary schools is the intersection of Pixley and Redwood Avenue improvements;
 - He attended a meeting of the Marin Telecommunications Agency which has been proposed to be made obsolete this summer and transferring responsibilities to the Marin GSA, a staff led JPA that handles street lights and other things which will save money.
- Vice Mayor Beckman gave the following report:
 - Larkspur is officially out at Central Marin Sanitation Agency (CMSA). Their seat was closed;
 - The Chamber of Commerce is holding a mixer tomorrow at the new brewery in Town Center from 5-7 PM;
 - The League of California Cities is urging the Town to support SB 54 and AB 1080 relating to the circular economy and plastic pollution reduction. He forwarded a form letter to the Mayor and Town Manager to forward to Assemblymember Marc Levine; and
 - He attended a meeting of their Resiliency Advisory Committee last week which is developing the Climate Adaptation Plan.
- Councilmember Bailey gave the following report:
 - He thanked the Mayor for covering for him at the CMPA Police Council meeting on February 13th;
 - He attended the MCCMC Legislative Committee meeting and will report at the next meeting; and
 - There were no meetings for Marin Clean Energy or others he serves as liaison.
- Councilmember Ravasio gave the following report:
 - He attended the CMPA Police Council meeting and the Fire Council meeting and Councilmember Bailey was recognized for his service. They approved audits at both meetings and held a discussion about pensions for CMPA; and
 - He ended his term as Chairman of the CMPA Police Council and Catherine Way of Larkspur was taking over.
- Mayor Andrews gave the following report:
 - CMPA represents three towns and the CMFA represents two towns. Corte Madera's revenue stream is relatively dependent upon sales tax revenues which are more volatile than property or parcel taxes whereas JPA members are much more dependent upon property and parcel taxes. The issue is how the Town can set aside enough money to pay pensions

assuming there are lean years and do it in a way so it is not in conflict of JPA partners.

8. REVIEW OF DRAFT AGENDA FOR UPCOMING TOWN COUNCIL MEETING

A. Review of Draft Agenda for March 2, 2020 Town Council Meeting

There were no comments or revisions to the agenda.

9. ADJOURNMENT

The meeting was adjourned at 8:30 p.m. to the next regular Town Council Meeting on March 2, 2020 at Town Hall Council Chambers.